

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-052

Issue date: 7/7/2021

Topic: Developmental Disabilities

Due date:

Subject: New CAM Reports for Incident Management Team Trending.

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In-Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

ODDS would like to make CAM (Centralized Abuse Management system) users aware of a new report, and a modification to an existing report, for Incident Management Team trending. To ensure the user has access to accurate data from the system, we made a stand-alone report for Recommended Actions from Serious Incidents. This resulted in two reports in CAM: SI with County/Brokerage and SI with Recommended Actions

Both reports exist in the public folder in CAM, DD Serious Incident Reports, and can be accessed by following the below steps:

1: Log into CAM and select the Reports tab. On the Reports page, locate ALL FOLDERS on the left side of the screen.

Reports

Recent

12 items

Private Reports

Public Reports

All Reports

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

All Favorites

2: Scroll down the list of Folders until you find: DD Serious Incident Reports. Select the DD report folder:

Reports

All Folders

61 items

REPORTS

Recent

Created by Me

Private Reports

Public Reports

All Reports

FOLDERS

All Folders

Created by Me

Name	Created By
Adoption	System Owner
DD Abuse Data Reports	Vertiba Team
DD CDDP Reports	David Helman
DD Clackamas County	Liz McDaniel
DD Columbia County CCMH	Kasi Dunning
DD Marion Data Reports	Lakshmi Vadisetty
DD Multnomah County	Marlina Hausmann
DD Serious Incident Reports	Vertiba Team
DD SI Case Managers	Vertiba Team
DD Supervisor Reports	Vertiba Team
DD Washington County	Josh Fulgham
DD Yamhill Co. Team	Brandon Coyle

3: By scrolling down the list of reports, you will find both SI with County/Brokerage and SI with Recommended Actions

REPORTS	Name	Description	Folder
Recent	SI- Last 30 Days, Prime, and Summary		DD Serious Incident Reports
Created by Me	Days late summary by owner	Shows how many closed SIs were closed timely/un-timely	DD Serious Incident Reports
Private Reports	SIs with Type and Provider		DD Serious Incident Reports
Public Reports	All SI's - Community Pathways		DD Serious Incident Reports
All Reports	07_09 2021 Malheur		DD Serious Incident Reports
FOLDERS			
All Folders	SI with County/Brokerage	SI with SI Types	DD Serious Incident Reports
Created by Me	SI with Recommended Actions	SI with fields for Recommended Actions	DD Serious Incident Reports

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call 971-277-2343 using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsaha.state.or.us.

If you have any questions about this information memorandum, contact: Joshua.J.Stogsdill@dhsaha.state.or.us